



NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS: 3A1x1/3S0x1 Administrative/Personnel Support D1568P01 PSN #: 0070518534	RANK/GRADE: NTE MSgt/E-7	<input checked="checked" type="checkbox"/> NATIONWIDE <input type="checkbox"/> NCANG MEMBERS ONLY <input type="checkbox"/> ON BOARD AGR ONLY	ANNOUNCEMENT #: ANG-AGR 2016-20
---	--	---	--

UNIT, LOCATION, POC:**235 ATCS, New London, NC****POC: Maj Jeffrey Kipp Jeffrey.w.kipp.mil@mail.mil****704. 422-2588 DSN: 231.4928****OPENS: 07 October 2016****CLOSES: 07 November 2016****JOB DESCRIPTION:**

Provides administrative support to the Commander and members of the Squadron. Coordinates, performs, and manages a variety of tasks and activities in direct support of organizational needs to include office management, human resources, executive staff support, computer asset management and a variety of other services and duties.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management, and other related duties. Also performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format. Manages publications and forms policies and processes. Ensures unit publications and forms are formatted, coordinated, and made available to customers.

--Serves as the primary advisor to the Commander for all unit information management (IM) support functions. Formulates, develops, and directs the implementation of IM policies and procedures. Recognizes need, initiates action, directs or personally formulates new administrative policies and procedures, and recommends changes designed to improve administrative efforts or services

--Performs duties as either unit workgroup manager (WGM) or workgroup administrator (WGA). Coordinates with Host Base Network Control Center (BNCC) Manager concerning installing/deleting user software. Provides software application assistance for commonly used office automation and telecommunications applications. Works with supported users in performing Information Resource Management (IRM) concepts such as data base recovery for resident programs, moving files from one media to another, configuring user software, modifying software configuration, and performance of basic configuration management functions.

--Plans, organizes, directs, and oversees the implementation of electronic media and computer systems within the section and throughout the administrative functions of the squadron. This includes electronic records management, electronic publications distribution on the LAN, automated maintenance of the base and functional libraries (on computer disks), use and application of computer generated graphics, desktop publication, etc. Ensures electronic records maintained on the LAN are preserved, maintained, and disposed of in accordance with established directives. Manages software application training throughout the unit for administrative systems including electronic mail. Implements and monitors electronic mail policy. Coordinates with the LAN Administrator on individual access rights to LAN-based applications.

--Serves as the unit personnel database and automated orders system coordinator. Assures guidance, training, support, and assistance are provided to functional areas. Performs duties used to maintain the integrity and security of database elements and information. Ensures access is limited to authorized individuals.

--Identifies, maintains, and protects official records. Coordinates and processes requests for records and other documentary materials. Provides research guidance, obtains materials for inquiries or counsels the requester on source. Compiles material for reports and Privacy Act records for submission to higher headquarters. Provides Privacy Act and Freedom of Information Act (FOIA) procedural training.

--Participates in small computer support program, providing training and guidance to end-users. Works with other support personnel to train office personnel and functional end users on use of office automation computers, local and wide area networks, other automated tools, and security policies and procedures.

--Directs record and life cycle management for functional area according to Air Force directives. Provides recommendations, advice, and technical guidance on the proper application of existing policies and procedures and use of new or improved methods and techniques to improve operational efficiency. Studies and analyzes problem areas through the collection and analysis of data, personal interviews, observations and management.

--Plans, organizes, directs, and coordinates Customer Support functions to ensure: (a) Unit Newsletter is published and distributed. (b) Proper handling of external customer inquiries. (c) Initial and recurring training needs for services personnel are met. (d) Line of Duty (LOD) determinations are processed accurately and promptly.

--Performs duties as unit awards monitor or alternate. Ensures that awards and decorations roster is current. Ensures that Awards request forms (Decor 6) are provided to personnel writing award recommendations and that they are properly completed.

--Procures, stores, and issues office supplies and equipment through well-established channels. Procures office equipment repair services. Coordinates reproduction services for large projects.

Human Resources. Provides administrative support for organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.

--Works with HR Specialists in the HRO to accomplish a wide range of human resources transactions, for technicians and AGRs, related to recruitment, placement, classification, employee and labor relations, benefits, entitlements, training and incentive awards.

---These duties require technical understanding and knowledge of numerous human resources guidelines, regulations, instructions, directives, procedures, policies and precedent situations involving analyzing the interrelationship and impact various human resources actions in different functional areas may have on non-dual and dual status technicians and AGR personnel.

--Executes necessary documents of technician personnel who deploy, mobilize, separate, retire, etc.

--Ensures technicians are aware of policies, procedures and practices of senior management as they relate to the work of the unit. Plans and schedules training activities for Drill Status Guardsmen. Monitors the training programs for all assigned support services personnel, including Information Management (including Work Group Management).

-- Accomplishes or assists in accomplishing a variety of military personnel transactions including appointments, enlistments, separations, promotions, duty assignments, transfers, officer and enlisted evaluations, line of duty actions, security clearances, retirements, applications for school, payroll actions, and other personnel and pay actions, and forwards same to a higher level military personnel or finance office.

--Performs work relating to unit mobility requirements including establishment of mobility folders, passports, publication of special orders, etc. Duties include ensuring that proper/current documents (i.e. DEERS forms, Locator cards) for all squadron personnel are provided to the Logistics Plans section. Ensures passport applications are properly completed and provided to Wing military personnel flight (MPF).

-- Serves as the unit Security Manager or alternate, responsible for the processing of security clearances. Provides guidance on security issues and serves as the point of contact for the Security Police regarding security issues.

--Manages the unit centralized orders and travel process required to service the extensive active duty and travel requirements.

Executive Support. Provides executive administrative support to Commander and other Sq1uadron members to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists.

-- Utilizes personal computers with different software applications in daily work and prepares presentations, graphs, charts, and tables.

Performs other duties as assigned.

QUALIFICATIONS:

Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: officer and airman classification systems and procedures; preparing and maintaining personnel records; assignment, promotion, testing, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management, principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution

registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts. Air Force MO policies, methods, and procedures for organizational development; consultation, facilitation and, benchmarking; productivity enhancement; survey techniques, process improvement, performance measures development, and costing analysis; principles of industrial engineering techniques and; procedures, officer and airman classification procedures, manpower allocation processes, manpower readiness and force management; automated data processing system operations and utilization; and organization analysis, structures, and missions.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

Application Packages must include the following:

- (1) NGB Form 34-1
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) Current Report of Individual Person (RIP) (all pages) (Obtain from vMPF)
- (4) ASVAB Scores and PULHES: Must comply with ASVAB and PULHES criteria as listed in AFECED.
- (5) Dental Classification: 1 or 2 (Obtain SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Submit as one attachment.

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents.

EMAIL APPLICATIONS TO: usaf.nc.145-msg.mbx.full-time-job-applications@mail.mil. Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.